Circular No. 201(AF) – Accounts Division Date: 11-11- 2021

Sub: Revised list of accounts assigned to accountants to be effective from 15-11-2021.

However, new accountants to assist other accountants who have their existing accounts.

Accountants shall be grouped in teams as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Group | Head of group | Sr. accountants | Accountants/Asst. Accountants |
| Group 1 | Sangeetha | Sridhar | Shivanand, Umakanth, Naveen |
| Group 2 | Rajyalaxmi | Nagamalleswar .S Akhilandeswari | R. Lavanya, Krishna Veni, Vindya, |
| Group 3 | D. Lavanya | Premlatha | Bhavani, N. Rajkumar, Priyanka, Veena |
| Group 4 | Praveen Raju | Mahesh | Keertana, Ramakrishna, Vinay Raj |
| Group 5 | Sambasiva Rao |  |  |
| Group 6 | Jaya Prakash | Naveen | Viany Chary |
| Group 7 | Rupal | Gopi |  |

|  |  |  |
| --- | --- | --- |
| Sl. No | Name of the Company | Accountant |
|  | Mayflower Platinum - MPL  GV Discovery Centres Pvt. Ltd., | G. Sangeeta |
|  | Modi Realty Miriyalaguda LLP  Summit Sales LLP – Investment a/c. | Sridhar |
|  | Modi Realty Genome Valley LLP | Shivanand |
|  | Modi Properties Pvt. Ltd – current a/c. (Yes, Kotak, SBI, Axis)  Modi Housing Pvt. Ltd – current a/c. (Yes, Kotak, Axis)  Modi & Modi Realty Hyderabad Pvt. Ltd. | Umakanth |
|  | MHPL – Vista View | Naveen |
|  | Vista Homes,  Modi Realty Mallapur LLP | Rajyalaxmi |
|  | Mehta & Modi Realty Kowkur LLP  Villa Orchids LLP  Greenwood Estates  Greenwood Builders  East Side Residency LLP | Nagamalleswar |
|  | Greens Group  MBMC  BNC Estates | R. Lavanya |
|  | Soham Mansion Owners Association  Modi Realty Vikarabad LLP  GMCT  Modi realty Gagilapur LLP | Krishnaveni |
|  | Modi Housing P Ltd. SOV III + SOV LLP as contractor. | Akhilandeswari |
|  | Matrix Real Estates Consultants LLP – Hyderabad | Vindya |
|  | Nilgiri Estates  Summit Sales LLP – Trading A/c.  Modi Realty Pocharam LLP (Nilgiri Heights) | D. Lavanya |
|  | Satish Modi HUF  Nisha Modi  Nidhi Modi  Gaurang Mody HUF | T. Bhavani |
|  | Summit Sales Logistics  Summit Sales common expenditure | N. Rajkumar |
|  | Summit Builders (statutory payments)  Soham Modi HUF | Priyanka |
|  | GV Research Centres Pvt. Ltd.,  Aedis Developers LLP | Praveen Raju |
|  | MCMET  Modi Construction and Realtors LLP  NRK Biotech Pvt. Ltd.  Modi Realty LG Malakpet LLP  Modi Realty Creatopolis LLP | Mahesh |
|  | GVSH Manufacturing Facilities P. Ltd.,  N Square Lifesciences LLP.  Silveroak Villas LLP – SOV I & II  Silveroak Realty  Silveroak Welfare Association | Premlatha |
|  | Tapadia & Modi Medical Foundation  Modi Realty Siddipet LLP  Alpine Estates  Modi Ventures  Modi Consultancy Services (payment for acquisition of new lands including Celestial & Anand Reddy land at GV). Payment of repairs and maintenance of RJK/SJK/JRPL/SRPL/Greens group. | Keerthana. S |
|  | Cash account (upto 1 lakh)  Tejal Modi  Gaurang Mody  Soham Modi  Serene Constructions LLP  Modi Farmhouse Hyderabad LLP  Serene Clubs & Resorts LLP | Ramakrishna |
|  | Cash account (main) (from 1.4.2021)  Modi Realty (Timmapur) LLP  Kadakia & Modi Housing  Paramount Estates  Paramount Builders  Modi & Modi Constructions | Vinay Raja |

Details of task assigned to managers – groups A to D.

|  |  |  |
| --- | --- | --- |
| Approval of statements of all kinds.  Training and approval for P&L and balance sheet of all ongoing projects on quarterly basis.  Filing of tax returns | Sambasiva Rao |  |
| All works relating to liaisioning with banks including opening of a/c., closing of a/c., deposit of cheques, operating instructions, online payments, signature on all documents by partners, etc.  Laisioning for loans  RERA statements  Attending to service tax litigations  Attending to VAT litigations | Jaya Prakash | Naveen to assist Jayaprakash in all activity related to loans.  Vinay Chary to assist in bank liaisioning and litigation works |
| GST, Monthly gate pass statement – monitor and raise GST bills | Swathi .K |  |
| All tasks related to compliance with company law, ROC. SEBI, NSC, etc.  Making new companies, changing partnership, etc. | Rupal | To be assisted by Gopi 3 to 4 times a week. |
| Certification of cash books on weekly basis | Kanaka Rao |  |

Note:

1. Owners association and other firms/companies associated with the main project shall be deemed to be assigned to the respective accountant. Explicit mention is not made above.
2. Gopi to visit bank twice a day for depositing cheques or withdrawal of cash prepared by all the groups above – 11am and 2.30pm. Shivanand (Mon, Tue), Vinay Chary (Wed, Thurs) & Naveen (Friday & Saturday), to be used as backup only in absence of Gopi or if absolutely required.

Soham Modi.